



## BATES TECHNICAL COLLEGE ASSET MANAGEMENT FORM

Type of Transaction	State Tag Number	Description (Include Serial/Model Number, Manufacturer, and [if over \$500] Value)	Current Location			Transfer/Move To		
			Bldg	Room	Dept	Bldg	Room	Dept

Form Prepared By:		Date:		Received by:		Received by:		Date:	
Originator				Receiver					
Approved by:		Date:		Authorized by:		Date:			
Supervisor				Business Office					

<b>(For Inventory Clerk Use Only)</b> Data Posted By _____ Date: _____	Type of Transaction Code			
	A	Add to Inventory	S	Surplus
	D	Remove from Inventory	T	Transfer/Move
	L	Lost/Stolen		

Routing: Originator → Supervisor → Business Office → General Services → Accounting Services